



MEMORANDUM

TO: Superintendents

FROM: Dre' Knox, Latch Key Program Contact Person

DATE: May 22, 2009

SUBJECT: Child Care Programs

This notice is being sent to all superintendents as reminder of the 1991 legislation, IC 20-26-5-2 requiring each school corporation in Indiana to offer “latch-key” or a school-age child care program. This program must be made available to all students, Grades K-6, and must operate, at a minimum, after the school day. A school corporation may contract with a not-for-profit or for-profit organization to conduct its programs; however, the legislation requires that such programs utilize school facilities.

Schools may seek a waiver from the child care program requirement if compliance would result in “undue financial hardship.” To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible. Please note that school corporations that received waivers for 2008-2009 school year must submit a new waiver request for 2009-2010.

As part of a waiver request, school corporations must present a detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program. A waiver form is included with this notice. There is no deadline for the submission of a waiver request, and each request will be considered immediately upon receipt.

Please note that for those school corporations that have “latch-key” programs operated by a not-for-profit or for-profit organizations, IC-20-26-5-3, as added by P.L. 1-2005, Sec. 10, now requires that the awarding of such contracts be subject to the competitive bidding process under I.C. 5-22-9.

For further information, please contact me at (317)-232-6986 or email at dknox@doe.in.gov.